

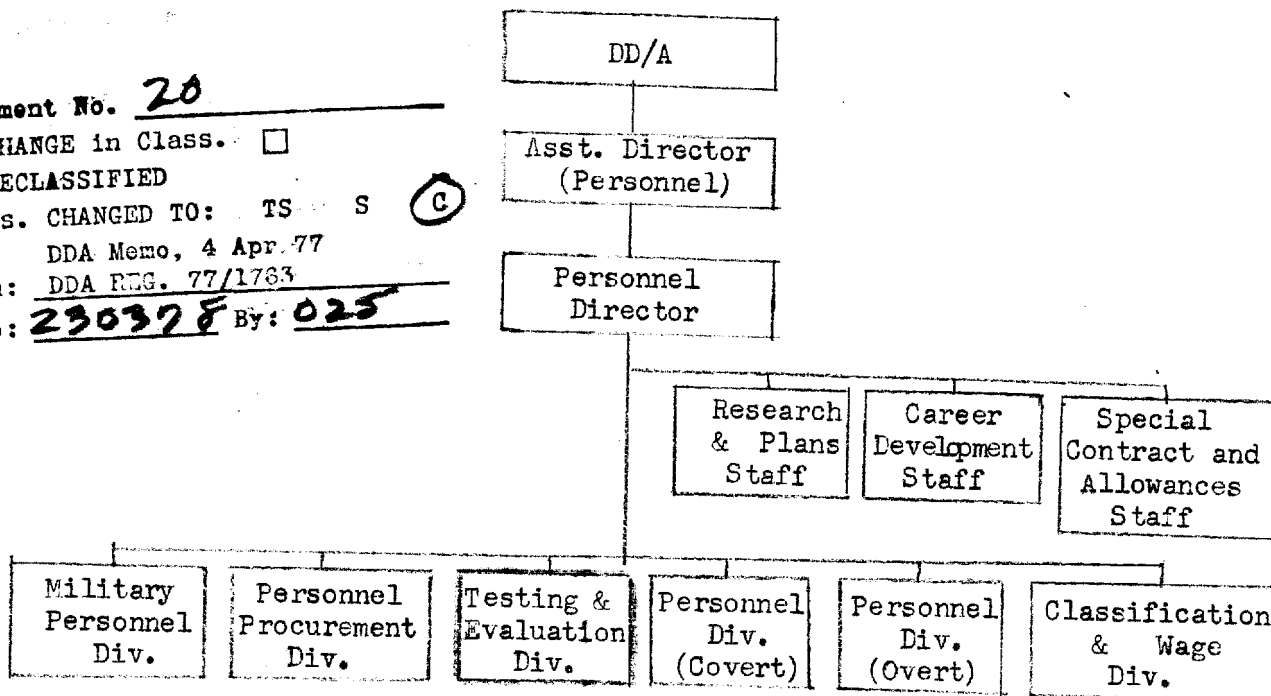
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Notes on the Testing and Evaluation Division, Personnel Office

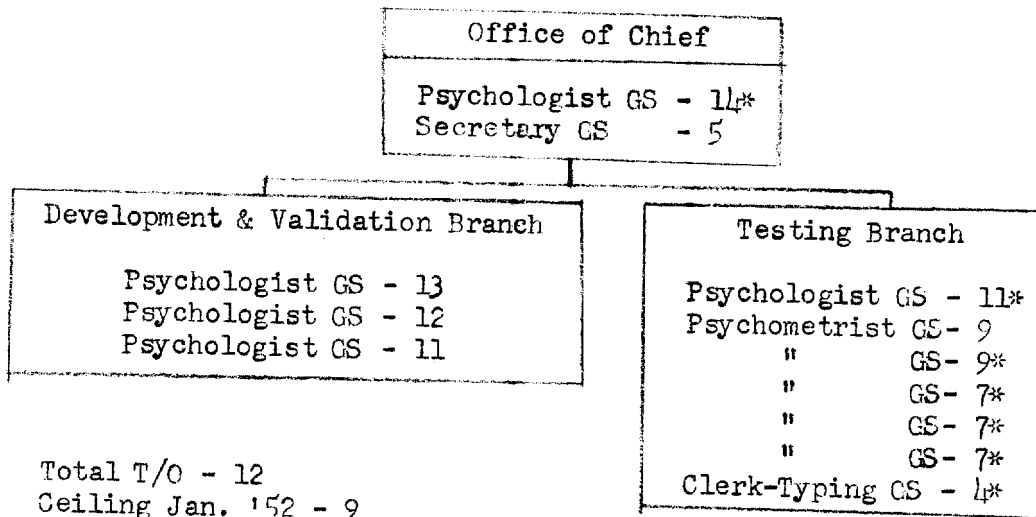
1. Organization

Testing and Evaluation is a Division of the Personnel Office as illustrated below:

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Internally the Testing and Evaluation Division has a T/O organized as illustrated below:



Total T/O - 12  
 Ceiling Jan. '52 - 9

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Since present strength of the Division, as indicated by asterisks above is 7, in actual practice the division functions as a single unit with this time divided between the development and validation functions and the testing activity.

2. Functions (See attachment #1)

A. It is the principle function of the division to provide an Agency-wide testing service for applicants and employees within the GS-2 to GS-9 range, measuring skills and aptitudes to:

- (1) Determine the suitability of applicants
- (2) To evaluate training needs of clerical personnel
- (3) To aid in personnel actions such as promotion and reassignment.

B. In addition the division conducts specialized tests on an individual basis when necessary. These may include reading comprehension tests for foreign languages, editorial tests, library use tests, mechanical reasoning and <sup>5/45/64</sup>optical relations tests.

C. Research is conducted to improve testing methods and to determine the practical worth or reliability of tests. This includes reliability and intercorrelation studies, review and revision of CIA "norms", construction of new tests and experimentation with new or recommended tests.

D. The Division instructs Placement and Recruitment Officers in sound testing procedures and interpretation and keeps them supplied with test materials. Three courses are offered, for:

- (1) Field recruiters of clerical personnel
- (2) Field recruiters of professional and technical personnel
- (3) Placement and Recruitment Officers to make maximum use

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E. The division deals with the placement and recruitment officers exclusively in routing performance of functions. Contacts with other offices are normally made through the Personnel Office.

### 3. Work Load

A. The following data was obtained as representative of the work load, although it represents relatively low point:

Total No. tested July-Dec. 1952 - 2242

Total Applicants tested	1519 (Weekly Aug. 58)
Total Employees Tested	723 (Weekly Aug. 28)

OR

Professional-type tests	668
Clerical-type tests	1574

Total No. of Tests Scored 9899

B. The types of tests used are covered by Attachment #2.

### 4. Reports & Records

A. Two reports are prepared on a recurring basis:

1. Weekly Activity Report to Personnel Director for consolidation in Personnel Office Report - indicates the number of persons tested and the breakdown between employees and applicants.

2. A Monthly Report of Research Activity to the Personnel Director - a narrative report of research and evaluation studies in process or completed.

B. Reports of test results are made only to Placement or Recruiting Officers on the Qualification Report Form. This report is filed in the individual's personnel file. One copy is retained in the Testing & Evaluation Division. Test results on "Pool" personnel are reported directly to the "Pool" for possible use in clerical training.

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C. A Kardex file of Individual Test Cards, is maintained by T&E Division - permanently for employee and temporarily for applicants.

5. Other Facts Bearing on the Problem.

A. In carryout out its functions the division confines itself to reporting test results without recommendation. It is purely a testing organization.

B. The T&E Division's mission is almost entirely concerned with the selection of personnel.

C. Educational Testing Service Survey of 1951 covered:

Assessment

Testing Branch - now T&E Division

Commo. - technical testing is still conducted by Commo.

Medical

FDD - higher language testing

Office of Training, T&E - later absorbed by Assessment

Verify reports in Medical <sup>&</sup> Assessment Offices.